

ENFIELD HIGH SCHOOL BUILDING COMMITTEE
MEETING MINUTES
February 12, 2015

A meeting of the Enfield High School Building Committee was held at Enfield High School located at 1264 Enfield Street, Enfield, Connecticut on February 12, 2015.

1. **CALL TO ORDER** The meeting was called to order at 6:33 pm by Wendy Osada
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **FIRE EVACUATION ANNOUNCEMENT**

5. **ROLL CALL**

MEMBERS PRESENT

Wendy Osada, Virginia Austin, Gina Cekala, Jason Kilty (6:50), Walter Kruzel, Doug Maxellon, Joe Muller, Tim Neville (6:48), George Rypysc, Lynn Scull, Greg Strich, Gina Sullivan, Donna Szewczak, Laura Vella

MEMBERS ABSENT

Randy Daigle, Jim Nasuta

ALSO PRESENT

Katherine Clunie, Andy Longey, Chris Nardi, Jim O'Neil (6:48), Art Pongratz, Amar Shamas

6. **APPOINTMENT OF ALTERNATES**

Wendy Osada appoints one alternate as a regular voting member for the February 12, 2015 meeting.

7. **APPROVAL OF MINUTES**

Motion made by Walter Kruzel to Table Approval of the Regular Meeting Minutes Dated January 29, 2015

Seconded by Joe Muller

Abstained by Ginny Austin, Doug Maxellon, George Rypysc

Motion passes by a show of hands

8. **COMMITTEE GUESTS**

None

9. **ARCHITECT'S REPORT**

Chris states Katherine has been working on the FFE package along with our consultants D'Agostino for technology. Katherine will present the furniture portion to you tonight. We are still working heavily with the Town on the technology side and we are waiting for more information from them. We anticipate we will have that information, the technology portion, in this package wrapped up in the next month.

Donna asks if he could be specific as to what they are waiting for?

Chris states he doesn't know all the specifics but that we are waiting for information from the Town. Once the information comes there is a 2 to 3 week period that it will take our consultants to get it into the documents to be prepared for the bid.

Donna asks do we know where it is hung up? Is it I.T.?

Art states D'Agostino is working with Paul Russell and Guy Bourassa on the technology end. They agreed to be our technology integrators for the project. They will be selecting the equipment that we purchase.

Donna asks is it because they haven't decided on equipment?

Art states it's more logistics. They haven't decided what they need yet.

Donna states there is a joint committee for Town Council and Board of Education for technology and I just want to make sure there aren't so many things trying to be fed in for wants and needs, and what they think they're doing that you hit a log jam.

Chris states he doesn't think it's a log jam, there are still pieces floating that haven't been officially confirmed.

Donna states if you need anything just email herself and Gina Cekala.

Wendy asks from a timing perspective, are we at risk right now?

Chris states no.

Amar states it still needs to go to PCT, the sooner the better.

Wendy asks can you give us a definitive date you need it by?

Amar states as long as it gets wrapped up in the next few weeks.

Wendy asks do you have an ETA from the folks you are waiting for?

Chris states I don't think putting pressure would hurt the situation.

Doug states three weeks out is March 6th.

Wendy states I don't know if it would be the Town Council, Board of Education or Art to touch base.

Walter states we need to tell them we need it.

Donna states there are agreements between the BOE/TC and every time that happens things can drift.

Amar suggests by the next meeting.

Art states I can ask Paul and Guy to come as committee guests to the next meeting.

Wendy agrees.

Chris continues so what you're seeing tonight from Katherine is 100% furniture portion. I know when we spoke with Art earlier that there was a hope to approve the FFE tonight. I don't know how involved you will want to get involved in the technology portion. We're working directly with the Town and taking their directives. We're comfortable to move forward after seeing this and getting building committee approval so we can schedule the PCT.

Wendy asks who in administration has seen the furniture?

Katherine states in the administration, just Andrew.

Wendy states Andy has seen it, but not the teachers or specialists?

Katherine states no, a while back they had given her their wish list of what type and shapes. No one specified manufacturers. That was the purpose of having the samples. There has been some involvement.

Wendy states nothing we are doing is going to be a surprise or disappointment?

Art states no we confirmed and re-confirmed with all departments. Katherine agrees.

Chris continues we are still going through the submittal and shop drawing process. We are keeping up. RFI's we are up to 395, there are currently 4 open RFI's at this time.

Katherine does a slide presentation of FFE. Two weeks ago I gave you a broad look at where we are putting new furniture vs. where we are having existing. Tech Ed is a big one. The weight room and cardio are big ticket areas. The cardio room is going to be fully equipped with treadmills, rowers, stair climbers. George, Art and I met with the Athletics department as well as P.E. and we got a lot of input as to what was going to be beneficial. Same thing for the weight room we mainly stayed with the larger machines you see for weight training. Art department and Special Education gets new furniture. Also, in the Vice Principals and their secretaries offices, the main office, the guidance department and a couple of offices in the Special Education department. We are doing new cafeteria tables. We are putting a stage extension in the auditorium as well as some loose chairs. Music is getting music stands, chairs.

Wendy asks about storage for the stage extension and the extra chairs.

Katherine states there is a storage room off the stage. The stage extension comes apart and it comes with a dolly and the chairs stack ten high and they are on a dolly.

Lynn states the extension that you show has a railing, is that correct?

Katherine states those are the choral risers. The stage extension is flat, 40 feet long by 8 feet deep.

Wendy asks since that was a storage room, do we know if they had plans to keep anything else in there?

Katherine states each piece is 8 feet long. You won't need a lot of space. It might be wise to tell them this is the priority and to fill in around it.

Lynn states it is like an 8 foot table.

Wendy states I just don't want them surprised. It sounds pretty compact.

Katherine continues 3 classrooms will be getting new furniture. She shows the committee which desk she is suggesting and states that she has to give 2 alternatives/manufacturers when you go out to bid. We are also looking at new student chairs, a teacher desk and a teacher chair. There was some feedback on teacher desks and it was decided a rectangular shape was what they wanted. It gives them lockable storage on the side. The typical computer classroom will have tables with cord management. We're also providing a podium which will house the instructor's computer that will project to a screen. We will use the same student chair only with casters on them. There will be a power pole. The cafeteria tables will have 2 styles with benches and lollipop stools. They fold up. The Fermi collaboration area will have the media scape. A TV screen on the wall and the students will be able to connect to the Apple TV to collaborate. There will be 36X36 square tables with 4 student chairs around them. These can be pushed together or separate. We included mobile white boards. I will check to see if they are magnetic. In the teacher collaboration work station area I tried to get as much storage in that area. There will be shelving. It includes an area for the copier as well as a layout space for tables and chairs. There is a conference room. An example of the main office cubicles are shown. The glass panel will be higher for privacy. There will be as much storage and work space as possible. The administrative offices (Guidance, SPED, Vice Principals) are all very similar. Some offices will include a table so they can meet with students. Last time we talked about alternates. There were a couple of people who mentioned doing new desks throughout and wanted to know what that cost would be. I am showing you list pricing, the number will come down, but I don't know what that number will be. The chair goes for \$209.00 and the desk is \$400.00. If we were to do the remaining balance which is 1,328 it probably is going to cost about \$570,000.00.

Doug asks so all of the school would be new?

Katherine states yes.

Doug asks if the 30% is an estimated discount?

Katherine states the 30% is a number that I give that is safe. Sometimes it's lower, but I can't promise.

Wendy asks if the quality of the manufacturer is that much better than Staples? I want to make sure there is a difference in the quality and longevity.

Katherine states when you look at commercial furniture there is a price increase but there is a quality. The manufacturers that I'm showing you here are trusted and well liked. The warranty varies between manufacturer. One has a life time but doesn't protect against a student breaking it. Typical is 10 years.

Doug states he wasn't at the last meeting but a few meetings ago we talked about the survey at Fermi and the survey came back that most of the furniture was basically dump material. Are we using any of the Fermi furniture to fill in on your plan of using existing furniture?

Katherine states yes. The majority we found at Enfield High School but some will be coming from Fermi. I believe we found 7 teacher desks to come over from Fermi. There is less furniture to choose from over there.

Doug asks if we went with all new furniture here, the old furniture that we're taking out, is there any re-sale/auction value?

Art states he has seen a lot of schools put excess furniture up for sale. There is a certain market for it.

Doug states maybe we could recoup some money.

Donna states the Town has the capability of doing that.

Doug continues in my eyes, we're building a brand new school and to move old furniture into it doesn't seem logical.

Wendy states I'd like to see what is allocated overall for FF&E, what it would be if we replaced only what we had to vs. what it would be if we buy all new.

Laura states I thought we said at the last meeting that some of the classrooms wouldn't be able to fit that separate table and chair. It wouldn't be feasible because the rooms are too small.

Katherine states there are a couple of classrooms in the A wing that are very tight and I haven't tried to lay it out. I did find that when I used that and tried to do the layout it fit better than I thought. In the Fermi wing where we have the collaboration space the tablet arms are going to be pretty tight in the science rooms and when I switched there was more circulation.

Katherine continues, I want to show 2 other alternates that we talked about. We originally planned on including this lounge furniture, but it got pushed to the alternate side when we were looking at the overall cost. We talked about putting comfortable chairs in the guidance area. We also talked about providing seating in the main lobby. We got rid of that big security desk in the main lobby. We talked about having a place for students to sit and wait and that has been pushed to the side as well.

Katherine states the total budget of where I am today is about \$1.6 million, list. I took about 30% discount, and we're at \$1.1 of what we're showing today. I made a list of ineligible costs, the State will want to know about these ineligible costs items that you don't really need that you have but you could use. Most everything you're putting in new is because it doesn't exist today, or what does exist doesn't function.

Doug asks if the \$1.1 is as you show it, not complete furniture.

Katherine states right, as I'm showing it. It would be another \$500,000.00 to do the rest.

Greg asks what is in the FFE budget now?

Art states a million.

Doug states didn't we start at two?

Art states tech is getting a million and FFE is getting a million.

Donna asks if the auditorium seating is in that figure?

Katherine states yes.

Walter states whatever is bolted to the floor is his.

Donna states you're right.

Wendy states just so I understand this, just replacing what we absolutely have to we're \$120,000.00 over what we currently have budgeted and if we wanted to replace all the desks we have to add another \$570,000.00 on top of that and we'd be \$690,000.00.

Art states this is an estimate on the discount we will get.

Katherine states when I picked out the student chair for instance the more you buy the bigger discount you will get. I tried to use the same manufacturer throughout. Typically, manufacturers will knock 50% off. I don't like to use that number because sometimes they don't. Sometimes there are freight or installation charges. So, 30% is a safe number. The number that I am showing you now of \$1.1 is probably not the number you are going to end up with. I don't know what that number will be.

Doug asks if the one million split with I.T., is that set in stone?

Art states once we get the I.T. defined then we'll know for sure if we have any flexibility.

Doug states so if we define the furniture first they have the rest.

Art states no, not necessarily, their scope at this point is the hook ups for existing computers, the things you see on the ceiling for WiFi, a lot of the routers and racks and those types of materials. It is a lot that is not excessive.

Doug asks if we are bidding that out as an FFE package or are they buying it and telling us what the bill is?

Art states no, we're bidding it out with them, with their specs.

Wendy states and the \$1.1 will be reimbursed at the best amount, but if we say we have stuff we can re-use but we'd like to replace everything anyway that would not be reimbursed at the same rate.

Katherine states right. Looking at the ineligible, I really don't think there is anything.

Wendy asks if there is an inventory?

Katherine states yes, I have drawings that outline every single piece of equipment and it's tagged with a number and then I have a budget and the specification.

Chris states it is a 40 page line item spreadsheet.

Ginny asks if the teachers have had a chance to look at these samples?

Chris states yes, they have been out here for 2 weeks.

Ginny asks if they have been getting feedback?

Chris states the consensus is the one that we want to order.

Art states the premise we were going on is that no one is getting anything new.

Doug states when we go out to bid on the package would it be possible to go out for the package that we need and do an alternate bid? That way you'd capture the discounts.

Katherine states they are not going to give you the discount price on the total package if it's an alternate.

Tim asks what the top is made of? Pressboard doesn't hold up. Put two football players on it and it's gone. That's real life.

Katherine states it's particle board. Unfortunately, that's how they're all made.

Tim states that's what bothers me.

Wendy asks what is the next step?

Katherine states the next step is we could do a review if you want to look at the inventory. The next step really is to get it approved and go to the State for the PCT.

Wendy asks for tonight, what is the next step? Did you want an approval so you can walk away with that tonight? Do we vote?

Ginny states the only concern she has is the technology piece.

Doug asks how far is tech from getting prices?

Art can check and email the committee tomorrow.

Laura asks about the T.V.'s .

Katherine states that is through technology, I have given them the sizes and locations.

Gina Cekala states what is proposed and what you showed us is what people normally do, it's standard and good quality, it's what you've been selling people.

Wendy states I'm not feeling extraordinary pressure from you. My concerns are we don't have an inventory. The technology piece is a concern. I think it is prudent for us to see what the whole thing looks like together. I'd like to table voting to next meeting until we have the information from technology.

Tim agrees, two weeks won't make a big difference.

Katherine states a typical lead time is 12 to 15 weeks. We're not getting anything custom.

Motion made by Doug Maxellon to Table Voting

Seconded by Walter Kruzel

Motion passes by a show of hands

10. CMR REPORT

Amar states progress continues on the job site, as of today we are at 199 safe work days. We are very proud of that despite the weather. On the Fermi addition there are two slab on grade, all the underslab is completed. On the lower level, that area is about a week away from finishing all the underslab plumbing. That will be poured in 3 sections, looking to pour the first section February 25th. Maybe by Mid-March we will wrap up all the slab on grade. We are progressing on masonry. It is a challenge with the weather. The elevator tower is completed. Every time we start the roof, we get another foot of snow. We need about 8 to 9 days to place the roof on the entire building. Framing is progressing. We're getting ready to spray the air vapor barrier. Stairwell 2 is completed, poured and accessible. Foundations in Fermi are done. Duct work will start arriving in about 2 weeks. There will be heavy emphasis on the MEP. The cafeteria area, the tank is out and it is backfilled. We have about 2 weeks of concrete work if the weather cooperates. We will erect steel March 2nd weather permitting. I want to remind you that the original date was February 6th. Asbestos abatement the variance was issued to run out tomorrow and we are within that window. The exterior windows on the cafeteria are gone. Inside the cafeteria, it is all demo'd. In the boiler room, one boiler is cut up and will be hauled out. The expansion tank in the tunnel had to be abated, as well. We're trying to clear out as much of those areas as possible. RFI's we're at 398. There is a substantial amount of submittals.

Wendy asks Amar to explain about the problems in the gymnasium and abatement work. It didn't have anything to do with us but with other conditions. Not everyone got the emails.

Art explains the Executive Committee members received the emails along with Matt Coppler and Dr. Schumann. It didn't go out the Building Committee, Town Council or Board of Education.

Amar states we were working in the girls' locker room area and by law we are required to monitor the air. As we were wrapping up our work, Fuss & O'Neill was there taking samples. There happened to be a lot of sports activities in the gym. They noticed the fiber count was very high. They sent out the samples and it came back positive for asbestos. Because the high level, officially the school is closed. In order to not impact the school on Monday we cleaned Saturday and Sunday. We had to abate certain portions.

Art states Park and Rec had to be moved out.

Jim O'Neil states he was here. There is a scaffold in the corner and people lean on it during the game. There are old pipes coming down the wall in the corner with joints. People lean on it and hit it. It was the dust in the rafters.

Wendy states it has nothing to do with the abatement work we were doing. No one would have ever known something was going on except because of the fact that we were doing abatement work and we had to have the monitor going for our work, it picked up this other issue in the gym.

Amar states correct. Monday was a snow day.

Art states we were cleared at 9:00 PM Sunday night. We could have opened on Monday.

Donna asks how many more pipes are like that in the gym?

Art states lots.

Donna states that will be addressed as we do the gymnasium. There are a lot of little land mines that are not ours that we are taking care of.

Art agrees. It's an old building.

Wendy states I didn't think everyone was aware of it and I wanted to be sure everyone was aware. It wasn't related to our work, we found it.

Laura asks in the future can that (emails) go to the whole building committee? It should.

Art states it is not my decision. I contact the building committee officers, school superintendent and they distribute to their bodies.

Wendy will defer this to the Chairperson. There should be some criteria to establish.

Tim states there are probably dozen of spots in every building in town that have the same issue. It is not related to the building project.

Wendy states Matt was aware.

Laura asks Amar if we could get a tour sometime?

Amar states wait until the weather is better. There is a lot of ice around.

11. WORKFORCE DEVELOPMENT REPORT

Doug states Jim Nasuta has an OSHA10 class scheduled for February 28 and March 7th. There is still opening spaces if anyone wants to take it.

Wendy asks who it was offered to?

Jim O'Neil states there are guys he knows that want to take the class. Mark Gahr told Jim that there are some tradesmen that need it.

Tim states the attempt was to get as many students involved as possible. They can still sign up. I'd rather get kids to take those spaces.

12. STAFF REPORT

Art states he's been working with Amar on the oil tank, going to meetings with Katherine and George.

Doug asks if we knew the oil tank was there?

Art states it was abandoned before he came to work for Enfield.

13. PROGRAMMING (USER) GROUP REPORT

George states he met with the newly appointed English Department Chair and she is all up to date.

Wendy asks if anyone is going to be surprised?

George states the staff is expecting old furniture. Anything new is a treat.

14. COMMUNICATIONS SUB-COMMITTEE REPORT

Wendy states we were suppose to have a meeting last week in lieu of a regular building committee meeting. There was only Laura, Wendy and Ellen. Laura was totally prepared. Thank you Laura for your work.

Tim thanks the committee for coming to the Board of Education meeting and getting everyone up to speed. You did a very thorough job. I'd like to do it on a regular basis. Thank you all very much.

Laura will do a newsletter for the Spring.

15. OLD BUSINESS

Discussion and Authorization of Silver, Petrucelli & Associates and Gilbane Building Company to proceed in the design, and negotiated costs for new window systems (to match the new and renovate to new façade) on the Library/Main Office Addition, at an estimated costs of \$100,000.00 (tabled on January 8, 2015) – **Table**

16. NEW BUSINESS

Motion made by Joe Muller to Approve Sustainable Engineering Solutions, LLC, Invoice Number 1605, dated January 30, 2015, in the amount of \$2,280.00

Seconded by Walter Kruzel

Art states Sustainable Engineering Solutions is our Commissioning Agent. They look at all the submittals and check to see if they meet all the requirements that we have on the project for commissioning.

Motion passes by a show of hands

Motion made by Joe Muller to Approve ATP-0014 (Revised) - \$368,253.00 – Rock Excavation for Site Utilities – North Side (estimated)

Seconded by Walter Kruzel

Motion passes by a show of hands

Motion made by Joe Muller to Approve ATP-0024 (Included in GMP) - \$64,700.00 – Provide Zinc in Lieu of Aluminum Panels, as an Alternate, previously approved by EHSBC

Seconded by Walter Kruzel

Motion passes by a show of hands

Motion made by Joe Muller to Approve ATP-0025 Add - \$42,061.45 – Site work at 20 Riverview

Seconded by Walter Kruzel

Motion passes by a show of hands

Motion made by Joe Muller to Approve ATP-0026 - \$0.00 – Area C2 Structural Steel Placement Plan Revisions (Cafeteria/Gym Addition)

Seconded by Walter Kruzel

Motion passes by a show of hands

Motion made by Walter Kruzel to Table Agenda Item 16c – Review, Discussion and Approval for the Town Manager to enter into an Agreement with Gilbane Building Company for FF&E, and Move Management Services, as described in the Proposal, Dated January 28, 2015, in the amount of \$89,710.00

Seconded by Joe Muller

Wendy states we wanted to do a little more investigation. It's for oversight of the processes. We wanted to look at the original contract or should the costs be absorbed somewhere else.

Motion passes by a show of hands

17. EXECUTIVE SESSION

None

18. COMMITTEE COMMENTS

Liaison Comments:

Tim Neville thanks the committee for coming to the Board of Education Meeting. The Board was very impressed with your report and your safety on the job site. Things seem to be going very well. In regards to the four week delay, is it realistic to see it getting caught up?

Amar states we are going to re-evaluate the schedule. There is some acceleration you can do. It's a lot of work in that area. Steel pushes everything out.

Doug asks if you can double shift it?

Amar states we can accelerate to some level. We will look at the schedule.

Tim states I trust you, if it's going to be a problem, let us know.

Art states he spoke to Diane and Dr. Schumann.

Tim states he has full faith in Art.

Donna states she emailed Matt about the picnic tables.

Committee Comments:

Motion made by Greg Strich to Cancel the Regular Meeting of February 19, 2015

Seconded by Walter Kruzel

Motion passes by a show of hands

Walter asks if they rented an extra freezer at Fermi? If so, whose budget

Art states Mark's budget. It's school operations.

19. ADJOURNMENT

Motion to Adjourn by Greg Strich

Seconded by Walter Kruzel

Motion passes by a show of hands

Adjourned at 7:55 PM